Claims Register

The **Claims Register** report can be generated from the <u>Reports</u> hyperlink on the CM/ECF Main Menu Bar.

STEP 1   Click on <u>Reports</u> on the CM/ECF Main Menu. **(See Figure 1.)**
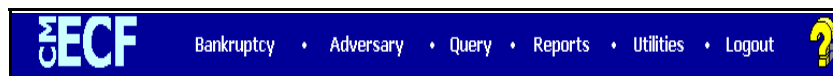

Figure 1

STEP 2   The **REPORTS** screen will then be displayed. **(See Figure 2.)**

Figure 2

◆   Select the <u>Claims Register</u> hyperlink.

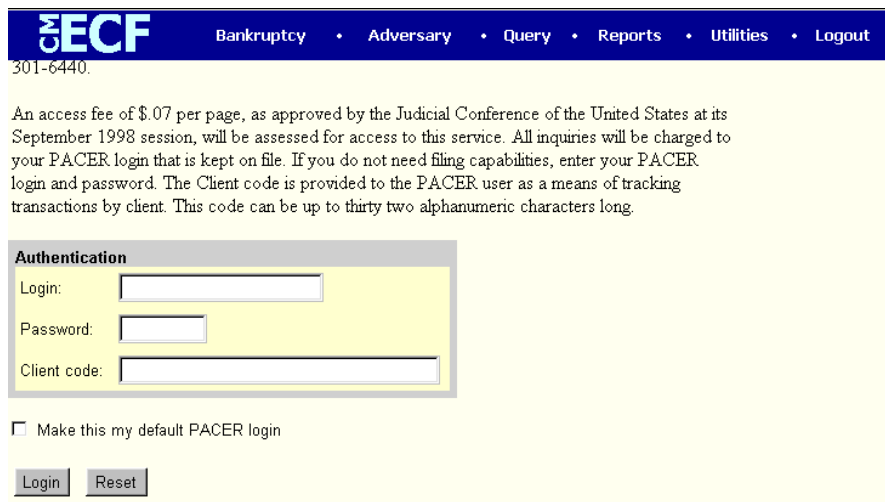**STEP 3**   The PACER login screen will then be displayed **(See Figure 3.)**

Figure 3

◆   This screen will appear each time you request a report or query within PACER.

◆   After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

STEP 4   The **Claims Register** information screen displays next. **(See Figure 4.)**

Figure 4

◆   Claim Register information can be requested by and limited by:

> Case Number, (a required field)
> Creditor Type,
> Creditor Number,
> Creditor Name,
> Claim Number or Number Range,
> Filed or Entered Date or Date Range.

◆   To view all claims activity for a case, enter only the case number.

◆   Claims can be sorted by

> Case Number,
> Claim Number,
> Creditor Name,
> Filed Date,
> Office,
> Terminal Digit.

> You can specify both a primary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.

◆   After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5   The **Claims Register** screen is displayed. **(See Figure 5.)**

Figure 5

◆   Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.

◆   The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.

◆   Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.

- Last Date to File Claims   Claims bar date set at the §341 Meeting setting or trustee's asset notice.
- Last Date to File (Govt)   Governmental claims bar date set when the petition was filed for asset cases.
- Filing Status   Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.

- Docket Status   Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.

- Late   Yes or No flag signifying when received according to the claims bar date.

◆   This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.

◆   At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims. **(See Figure 6.)**

Claims Register Summary

Case Name: Sam Miner and Mary Miner
Case Number: 2002-70003
Chapter: 13
Date Filed: 06/01/2002
Total Number Of Claims: 3

	Total Amount Claimed	Total Amount Allowed
Unsecured	$300.00	
Secured		
Priority		
Unknown		
Administrative		
Total	$300.00	

Figure 6

STEP 6   To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.